

RISK IDENTIFICATION AND ASSESSMENT FOR OFFICE ON VOLUNTEERISM AND COMMUNITY SERVICE AmeriCorps Program

ORGANIZATION NAME			
PROGRAM NAME			
GRANT #			
CONTRACT PERIOD			
CONTRACT AMOUNT			
DATE OF ASSESSMENT			
PROGRAM DIRECTOR			
CLOSE OUT		YES OR NO	
RISK LEVEL		LOW (24-35 low risk) MODERATE (12- 23 low risk) HIGH (0-11 low risk) *A Higher Risk Associated with these Risk Factors may indicate a need for a monitoring visit regardless of overall score	
Monitoring Visit Recommended:		Yes No	Date of Visit:
Risk Factors		Lower Risk	Higher Risk
1.	Program Indicators		
1.1.	*Life stage of the program	More than two years	Less than two years
1.2	Complexity of the program	Low level of complexity	High level of complexity
1.3	Sensitivity of the program	Low level of sensitivity	High level of sensitivity
1.4	Additional funding source requirement	Low need for additional funding sources	High need for additional funding sources
1.5	*Time Director in Position	More than two years	Less than two years
1.6	*Other Staff Turnover	Few or no staff changes	Major staff changes
1.7	*Performance Measures-Program goals/#'s Served	Met all or most goals	Met some or none of goals
1.8	Reporting Requirements	Submitted all or most reports by deadline	Submitted most reports past deadline or not at all
1.9	*Amount of Funding	Total funding less than \$500,000	Total funding greater than \$500,000
1.10	Complaints from the Community	No Complaints from the Community	Two or more complaints from the Community
1.11	Late submission of Reports	No late reports	Three or more/on-going issue with late reports
1.12	Responsiveness to Request for Information	No delays in responding to request information	On-going issue with responding to request for information
2.	Fiscal Agent Indicators		
2.1	Fiscal agent's total funding from grant	Low percentage of total funding from grant	High percentage of total funding from grant
2.2	*Fiscal Agents length of time in business or change in Fiscal Agent	More than two years	Less than two years
2.3	Fiscal Agent's experience and past performance	Extensive experience and history of good performance	Little to no experience or history of problems with performance
2.4	Fiscal Agent's Staff Responsible for Invoices	No Staff Changes	Staff change within the past 2 years
2.5	*Fiscal Agent's financial health and practices	No known financial difficulties or problem with financial practices	Financial difficulties or problems with financial practices
2.6	Fiscal Management	No issues regarding Fiscal Management	Significant issues regarding Fiscal Management
	*Other characteristics (including fraud or wrongdoings):	No known problems associated with agency	Known problems including fraud or wrongdoing associated with agency
3.	Virginia Department of Social Services' (VDSS) Indicators		

3.1	VDSS' experience with the provider agency		Extensive experience		Little to no experience
3.2	VDSS' experience with the program		Extensive experience		Little to no experience
3.3	*VDSS' Monitoring		Monitored within the past one year with no significant problems		No monitoring visits within the past year-or recent visits with problems identified
3.4	Significant challenges identified during last TA visit		No Significant challenges identified during last TA visit		Significant challenges identified during last TA visit
3.5	Compliance with federal mandates for the grant		No Compliance issues with federal mandates for the grant		Significant Compliance issues with federal mandates for the grant
4.	AmeriCorps Indicators				
4.1	*Member Recruitment/Retention Issues		No Significant Member Recruitment/Retention Issues		Significant Member Recruitment/Retention Issues
4.2	*Member Management Issues		No Significant Member Management Issues		Significant Member Management Issues
4.3	Funded for over 6 years		Funded for 0-6 years		Funded for over 6 years
4.4	High Cost Program		Low Cost Program		High Cost Program
4.5	Sustainability Issues		No Sustainability Issues		Significant Sustainability Issues
4.6	Inclusion Issues		No Inclusion Issues		Identified Inclusion Issues
4.7	Staff Ranking of Funding Application		High/moderate Staff Ranking of Funding Application		Low Staff Ranking of Funding Application
4.8	Technical Assistance Visit		No Technical Assistance Visit within the last year		Technical Assistance Visit within the last year
4.9	Participation in OVCS Sponsored Trainings		High/moderate level of Participation in OVCS Sponsored Trainings		Limited/Lack of Participation in OVCS Sponsored Trainings
4.10	*Member Time Sheets/Logs Issues		No issues with Member Time Sheets/Logs Issues		Significant issues with Member Time Sheets/Logs Issues
1	Closeout Documentation Completed Timely		Closeout Documentation Completed Timely		Closeout Documentation not Completed Timely
	TOTAL				

SAMPLE

COMMENT: The Risk Assessment indicated that the program was "(enter the risk level)".
Provide risk assessment summary including the higher risk indicators regarding the reason for the site monitoring visit (please see example of summary below)

Example Summary:

This agency was selected for a site monitoring visit for the following higher risk indicators: member recruitment/retention issues, member management issues, member time sheets/logs issues, amount of total funding exceeds \$500,000, no site monitoring conducted by VDSS within the past year, and time director has been in position.